



**Parks & Recreation Board  
Regular Meeting  
January 6, 2026 - 5:30 PM  
Classroom, Auburn Community and  
Events Center**

**MINUTES**

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**CALL TO ORDER**

Matt Jennings calls meeting to order at 5:30pm

**PUBLIC PARTICIPATION**

- A. The Parks and Recreation Board Meeting scheduled for Tuesday January 6, 2026 at 5:30 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Toll Free: 253-205-0468

Zoom:

<https://us02web.zoom.us/j/82268913083?pwd=kazYmbM7swSciD4FqQsWKunq3E09qC.1>

Meeting ID: 822 6891 3083

Passcode: 066173

**ROLL CALL**

Board members in attendance: Chairperson Matt Jennings, Board member Wayne Osborne, Board member Tiffany Lindsay

Excused: Board member John Boatman, Board member Cary Davidson

Staff: Parks Director Julie Krueger, Park Planning Manager Thaniel Gouk, Recreation Manager Kevin Witte, Parks Administrative Assistant Alexa Bragg

**AGENDA MODIFICATIONS**

**PUBLIC COMMENT**

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Alexa Bragg, Parks Administrative Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:  
Attn: Alexa Bragg. Parks Administrative Assistant  
Fax number: 253-931-4005

Email written comments to: [abragg@auburnwa.gov](mailto:abragg@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Parks, Arts and Recreation Department in person, by phone (253) 931-3043, or by email ([abragg@auburnwa.gov](mailto:abragg@auburnwa.gov)).

## **APPROVAL OF MINUTES**

### A. Approval of November 4th, 2025 Park Board Minutes

Approval of Park Board Minutes from Tuesday, November 4th, 2025. Chairperson Matt Jennings initiated for a motion to approve, Board member Wayne Osborne seconded for approval.

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

Vice-Chairperson Mike Palko-Dean has resigned from Park Board.  
Board Member Michael Hassen has resigned from Park Board.

## **DISCUSSION ITEMS**

### A. Naming the New Downtown Park Plaza — Park Policy 1130 - Parks Director Julie Krueger

Parks Planning manager Thaniel Gouk talks about Park Policy 1130 regarding the name of the new Downtown Plaza. The Parks Department want to get public input about the park name. Park Planning Manager Thaniel talks about how we did it for the Postmark and would like to do the same for public input (e-blast, QR code). Events Manager Kristy Pachciarz will be assisting as well. Chairperson Matt Jennings asks what the target date is for naming the park. PPM Thaniel states that we could change it after the park is completed.

### B. Review Tree Maintenance Policy — Parks Planning Manager Thaniel Gouk

Parks Planning Manager Thaniel Gouk speaks about the Tree Maintenance Policy regarding trees on private policy. Thaniel and Legal worked together to put together something in writing: if a tree falls in your yard from the park, you're responsible for cleaning it up. If there are trees hanging onto your property, the property owner is able to trim the tree. If the crew looks at it and says it's a dangerous tree from their visual inspection, the city will assume responsibility. (Attachment Draft Policy 5510). Board member Wayne Osborne asks if a tree falls on a person's property after the person has reached out; Who is responsible? Parks Director Julie states that an arborist would be sent out to confirm the status of the tree. The Parks Department does not trim the trees on private property.

## **ACTION ITEMS**

- A. Vote on Park Board Chairperson

Board member Wayne nominates Matt Jennings for Chairperson

Board member Wayne nominates John Boatman for Vice-Chairperson

- B. Vote on Park Board Vice-Chairperson

- C. Approve new Recreation Cancellation Policy — Recreation Manager Kevin Witte

Recreation manager Kevin Witte spoke to the Board about the Recreation Cancellation Policy for the Recreation Division. The new policy states the administrative fee is \$10 for cancellations. This is similar to the facility rental cancellation fee. Recreation Manager Kevin Witte also states that instead of 3 business (three) days ahead of time, it's now 7 business (seven) days ahead of time. If it's less than that, it is at the manager's discretion to refund or not. After the start of the program, there are no refunds unless there are extenuating circumstances. There are exceptions to this rule (trips, hikes, camps).

There are separate refund policies for Youth Birthday Party Packages & Sports Leagues that have also been updated and will be posted on the website and added to upcoming and future brochures.

The facility rental policy is more robust, and no changes will be made to the facility rentals.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- A. King County Park Levy 2026-2031 - Parks Director, Julie Krueger

Parks Director Julie Krueger speaks about the King County Park Levy 2026–2031.

King County runs a levy every 6 years and voters vote on it. Received roughly \$360,000 over the 2019–2025 cycle. Voters approved a new park levy for 2026-2031, we are estimated to receive approx. \$968,000 per year.

Chairperson Matt Jennings asked if we were receiving roughly \$600,000 in grants yearly? Parks Director Julie Krueger says she will have to get back to the board on that. There are park impact fees and levy funds that are less restrictive for Auburn Parks to utilize. Instead of having to pick a project that we think King County would approve funds for, we can now utilize the impact fees and the levy to do projects that the Parks Department needs. Chairperson Matt Jennings asks about North and East Lea Hill, and wants to encourage the parks department to focus on that area of Auburn as well. Park Planning Manager Thaniel states Parks department is meeting with the planning department regarding the new funds from KC Levy and Park Impact fees. The

comprehensive plan will need to be updated. Matt Jennings would like to see the draft of the comprehensive plan prior to going to the planning commission. Chair Matt would like a general outline from staff for 2026 for capital programs and priority of the Parks Department for 2026.

B. Winter Flooding - actions and damage assessments - Parks Director, Julie Krueger

Parks Director Julie Krueger speaks about the winter flooding that happened in mid-December 2025. It was Saturday, December 13th, around 10pm and the Red Cross and the Parks staff put together a shelter for the Auburn, Pacific and Algona (and others that needed it) for families and people that were displaced by the flooding of White River and Green River. The Community Center was a shelter along with the Red Cross for 10 days. Red Cross brought in equipment and volunteers to help the people that were affected by the floods. Park properties were impacted (prior to the Community Center becoming a shelter). Roegner Park had to have immediate installation of hescoe's in the park and double stack them along the White River. Roegner Park is still impacted, and the hescoe's are still in place. There will be more added this week. Isaac Evans Park was also affected by the flooding from Green River Park. The insurance adjuster will be out to assess either today or tomorrow. The playground equipment will need to be fixed. The park is still closed, as it is not a usable space until it gets cleaned up.

The Auburn Golf Course itself sat underwater for quite a few days, the green part of the course does not have a lot of damage. The Golf Course Clubhouse had 26 inches of water. The entire fleet of 74 golf carts were a total loss. Lost Pro Shop inventory, tools in the basement as well. We lost the irrigation pump house, the irrigation control system was underwater, and we have lost them completely. The parks department is in recovery, but there is no timeline as of right now for the golf course. Wayne wonders if we could sell the golf carts. There will be salvage costs for them and there could be an opportunity to replace them, but it nulls the warranty. Matt Jennings asked about media about what we did as a shelter; Julie says that there was media here (KIRO, Komo) and the Red Cross talked to the media about what we were doing for the shelter operations. Wayne asked if this facility was able to accommodate the amount of people that needed to shelter. Julie stated that we were able to get people in spaces that made them as comfortable as possible. Kjerstin Lange, Recreation Coordinator, was instrumental in working with Red Cross and being the point person during this emergency. The Emergency Manager Matt Colpits was also extremely helpful in these operations.

**ADJOURNMENT**

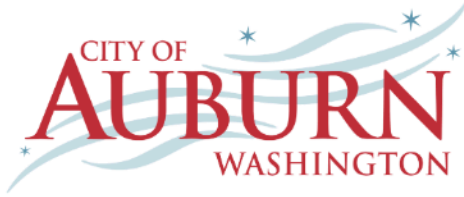
Adjournment: 6:35pm

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2024.

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Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant



**Parks & Recreation Board  
Regular Meeting  
November 4, 2025 - 5:30 PM  
Classroom, Auburn Community and  
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**MINUTES**

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**CALL TO ORDER**

Call to Order: 5:30pm

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**ROLL CALL**

Attendance: Chair Matt Jennings, Board Member John Boatman, Board Member Wayne Osborne, Board Member Michael Hassen

Excused: Vice-Chair Mike Palko-Dean, Board Member Tiffany Lindsay

Staff: Parks Director Julie Krueger, Parks Planning Manager Thaniel Gouk, Administrative Assistant Alexa Bragg

**AGENDA MODIFICATIONS**

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## **APPROVAL OF MINUTES**

### A. Approval of October 7th Park Board Minutes

Approved, with changes to Board Member Wayne's name.

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

### A. Downtown Park Plaza Updates - Thaniel Gouk

Park Planning Manager Thaniel Gouk talks about the downtown plaza updates. The goal is to have the downtown plaza complete when the new theater is finished. Parks Director Julie Krueger and Thaniel talk about the Conservation with Futures funds that were received. This is part of the theater property which will become part of the plaza. Board member Wayne asks if it can be astrograss, and Park Planner Thaniel says it cannot be astrograss due to the requirements of Conservations Futures funds that we use to build the plaza. The grass will be irrigated, per Thaniel. Parks Director Julie states that they are going to use the old Auburn Avenue Theater brick for the new theater. The ballards on the eastside of the plaza will be able to go down, so trucks can drive in if needed. The theater doesn't have a parking requirement, it does not need to be added. Thaniel met with the lighting designer to allow for lighting uniformity. The theater and the park are going to bid together in spring of 2027 (the goal). Board Member Cary Davidson asked how much they cost and where the funds came from. Thaniel states that park impact fees, King County Park Levy funds, and Conservation Futures gave us \$700,000. There was a \$250,000 state of Washington grant that we received. The theater is budgeted at \$13.1 million. Funding for the Theater: \$1.6 million from state of WA direct appropriation, \$4 million in development, \$4 million in REET funding, \$2 million in Park Impact fees, \$600k in ARPA funds.

## **DISCUSSION ITEMS**

### A. Jacobson Tree Farm - Thaniel Gouk

Berger Partnership (consultant) did a design/drawing for the Jacobson Tree Farm in 2020. Park Planning Manager Thaniel presented the phase 1 and phase 2 of the development site plan for the Farm. The sidewalk and bike lane may now be a multi-use lane for pedestrians in this area. The City of Auburn Public Works team is working on a cost estimate for the road furnishings for this development. The state Recreation Conservation Office have a few grant coming up this spring that Parks will apply for. The drawing is going to be updated, but we need more information about restrooms. It's

shared between different water and sewer districts. Director Julie Krueger states there is a RCO legacy grant that is connected to federal funds, which are tied up right now. Chair Matt Jennings asks what the next steps would be. Park Planning Manager Thaniel Gouk states the estimates and what the access restrictions are before they spend money on it. Chair Matt Jennings asks if this is a priority, and asks about the Lea Hill area and the lack of parks and open space in the Lea Hill area. Director Julie Krueger states that it is a priority parks-wise, but funds-wise it may prove to be more difficult. She states that there are funding options, but needs to know the estimate of the costs.

**ACTION ITEMS**

**UNFINISHED BUSINESS**

A. Final Draft of Park Board Manual - Julie Krueger

Park Director Julie Krueger presents the edits that were suggested in the Park Board Manual. Chair Matt Jennings states that on page 6 of 22, regarding attendance, there is a repeat of the attendance information that we can delete the duplicate. \*Remove Commission and replace it with \*Board. Chair Matt Jennings asks that there should be a board member that assists a new board member in getting them up to date. Member John Boatman Motion to approve with changes recommended. All approved.

**NEW BUSINESS**

Board Member Michael Hassen asks if there were changes to the 104th St Project. Park Planning Manager Thaniel Gouk states that we received a grant, but gave most of it back as it wasn't viable at the time to continue the construction of this plan. There are plans to continue construction of the 104th St project.

**ADJOURNMENT**

Adjournment: 6:24pm

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2024.

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Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant

**Thaniel Gouk**

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**Subject:** FW: SHARE your feedback on new downtown park Name: TEST

**From:** City of Auburn <[auburnwa@public.govdelivery.com](mailto:auburnwa@public.govdelivery.com)>  
**Sent:** Thursday, January 8, 2026 3:27 PM  
**To:** Kristy Pachciarz <[kpachciarz@auburnwa.gov](mailto:kpachciarz@auburnwa.gov)>  
**Subject:** SHARE your feedback on new downtown park Name: TEST

SAMPLE

**CAUTION:** The following message originated from outside the City of Auburn. Be careful opening links and attachments

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Having trouble viewing this email? [View it as a Web page.](#)

Share your **feedback** regarding the name of  
Auburn's new downtown park



Take the **FEEDBACK SURVEY** to  
share your opinion on the new park  
name

Name  
Suggestions:

Main Stage Park

Construction is set to begin xxxxxxxxxx. The City anticipates a xxxxxxxxxx opening for the new park, and add more information about timeline here.

The park will include a new gathering area outside of the new theater, a new piece of artwork that will serve as a focal point of the park, an open grass area with surrounding pathways and trees for shade. The park will also include paving the alley between the park/theater, connecting with the Postmark Center for the arts, providing a physical and visual connection between the Postmark and Main Street.

Listed at right are the some suggested names being considered. Please fill out the short [FEEDBACK SURVEY](#) to let us know your opinion about each of these suggested names, and feel free to share any additional suggestions that you might have that relate to history, location, or function.

- Center Stage Park
- Spotlight Park
- The Green off Main
- The Main Street Green
- Civic Park
- Marquee Park

**Take the SURVEY to share your feedback.**

### Construction is set to start soon on the Auburn Avenue Theater, adjacent to the new park



### Both sites are neighboring the Postmark Center for the Arts building; providing a revitalized hub in Downtown Auburn





For additional details visit [www.auburnwa.gov/arts](http://www.auburnwa.gov/arts)



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## **NEW Auburn Refund Policy:**

### **Cancelled program**

If a program is cancelled by the Auburn Parks, Arts & Recreation Department, the registrant will receive a credit on account or a full refund. Refunds will be issued in the same form as initial payment (e.g. credit card to same credit card, cash or check will be a check refund).

### **Refund prior to start of program**

Refund requests **must be** made at least (7) business days prior to the start of a class, workshop or activity. **The request** must be made to the department in writing, by phone or in person, stating the reason for the request. Refund requests made less than 7 business days prior to the start of a class, workshop, or activity are subject to a Division Manager's approval **or** his/her designee.

For activities with a fee of more than \$10, a \$10 administrative fee is charged. For activities less than \$10, a credit is placed on the individual's account. There is no administrative fee for credits placed on account. Late fees are non-refundable. For programs requiring the purchase of a pre-paid ticket or admission fees, that portion of the fee is non-refundable unless a spot can be filled by another registrant.

### **Refund after start of program**

Refund requests made after the activity has begun, due to illness, injury or unforeseen circumstance, must be made in writing and may be granted on a prorated basis. Requests must be approved by a Division Manager or their designee. No refunds/credits **on account** will be issued to an athletic team if that team cancels out of a league or tournament after schedules are drawn up.

If the registrant is not satisfied with a class, program, or activity which meets 4 or more times, **he/she they** may, in writing, identify **his/her the** concern(s) and request one of the following

1. Repeat the program at no additional charge
2. Receive a credit that may be applied to another activity
3. Receive a refund with no administrative charge

The written request must be received before the third scheduled activity and must be approved by a Division Manager. This policy applies to all programs except trips, tours, ~~outdoor programs~~ **camp**s and all adult and youth team sport leagues.

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End of section to be included in rec guide

**Refund Policy for Birthday Party Packages, Facility Rentals, Youth & Adult Sports (not included in brochure "how to register" page but will be noted "for more information visit the website (with link)" on their respective pages.**

Birthday Parties, Facility Rentals, Youth and Adult Sports have their own policies:

## **Birthday Parties:**

Thank you for your interest in Auburn Parks birthday party packages. Please review our youth party cancellation policy below:

1. **30 Days or More Before the Scheduled Date:**
  - You are eligible for a full refund minus a **\$10** administrative fee.
2. **Between 8 and 29 Days Before the Scheduled Date:**
  - You are eligible for a 50% refund of the total amount paid.
3. **Less Than 7 Days Before the Scheduled Date**
  - No refunds will be issued.

## **Youth & Adult Team Sports**

No refunds after the early registration deadline (generally 2-4 weeks prior to program start date).

Explanation Youth Sports: We are now placing players onto teams and determining how many teams we will have and then preparing to order uniforms. Each player requests their own size of uniform.

Explanation Adult Sports: We are now working on game schedules and any change in team registration means having to redo game schedules.

We make exceptions to these as necessary, for things like broken bones or other injuries with doctor's note. **OR We will consider exceptions to our Team Sports refund policy for a season ending injury, supplemented by a doctor's note.**

## **Facility Rentals:**

<https://www.auburnwa.gov/cms/One.aspx?portalId=11470638&pageId=12529679>

## **Questions/Notes:**

**Events – what is the definition of event versus program? Clauses listed in program description.**

**Current policy reads that no administrative fee will be assessed for credits on account. \*\*\*Look at what we pay to ActiveNet.**